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KRISTY H. NICHOLS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

October 16, 2013

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2014-12

TO: LaGov HCM Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: Office of State Uniform Payroll Relocation

On October 25, 2013, the Office of State Uniform Payroll (OSUP) will be relocating to the third floor of the Claiborne Building. The new physical address will be:

**1201 North Third Street
Claiborne Building, Suite 3-210
Baton Rouge, LA 70802**

All garnishment correspondence requiring personal service and all deliveries must be made to this address. OSUP's mailing address will remain the same: P. O. Box 94095, Baton Rouge, LA 70804-9095.

Due to the move, OSUP will have limited phone and email availability on October 25, 2013. However, the main office (225-342-0713) and Garnishment service (225-342-5332) lines will be operational. If an agency needs immediate OSUP assistance and is unable to reach us, please submit a Help Desk [Web Ticket](#).

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